



**West Los Angeles College
Allied Health Division
Medical Assisting Program
Fall 2013
Clinical Assisting Techniques II
Course Syllabus**

Prepared by Dr. Yervant "Eric" Boghos

Course title: Clinical Assisting Techniques II
Course #: HLTHOCC 056
Course units: 4
Instructor: Dr. Yervant "Eric" Boghos
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Office hours: Tuesday 3:30---5:00 pm
Thursday 4:00---5:00 pm (SC Room 104)
Prerequisite: None
Textbook and Workbook: Medical Assisting Foundation & Practice
Author: Margaret Schell Frazer, Christine Malone and Connie Morgan
Publisher: Pearson

I. COURSE DESCRIPTION:

This is the second of two courses that use lecture and training lab experiences to impart clinical skills necessary to successfully perform the role of medical office assistant. The new skills include Administration of medication, patient education, techniques of assisting in a medical specialist's office. EKG techniques and theory of physical therapy.

II. COURSE OBJECTIVES:

Upon completion of this course the students will be able to:

1. Define and spell the key terms relating to the course topics.
2. Define abbreviations and medical terminology used on the topics.
3. Discuss the legal scope of practice for medical assistant.
4. Discuss the MA's role in administering and dispensing drugs.
5. List safety guidelines that must be followed when drugs are administered.
6. Identify and describe the forms and routes of drug administration.
7. Discuss the parenteral administration of medication.
8. Define the role of the medical assistant in a cardiology practice.
9. Explain the electrical conduction system of the heart.
10. Explain the EKG or ECG and its importance in cardiology.
11. Perform 12 leads of EKG or ECG.
12. Identify arrhythmias/Dysrhythmias.
13. Describe the anatomy, physiology and disorders of the endocrine system.
14. Define the medical assistant's role in emergency care.

15. Describe the role of the EMS.
16. List the equipment and supplies maintained for emergencies in the medical office.
17. Describe the anatomy and physiology of the musculoskeletal system.
18. Describe physical therapy modalities.
19. Define the medical assistant's role in medical imaging.
20. Discuss patient preparation and instructions for radiographic procedures.
21. Define the medical assistant's role in a geriatric medical office.
22. Discuss the physical changes that take place during aging.

III. STUDENT LEARNING OUTCOMES: (SLO)

- Critical Thinking:
Analyze problem by differentiating fact from opinion, using evidence, and using sound reasoning to specify multiple solutions and their consequences.
- Communication:
Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.
- Technical Competence:
Utilize the appropriate technology for informational, academic, personal, and professional needs.
Evaluate their affective behavior in the classroom, small groups and laboratories.
- Medical Ethics:
 - a. Render services with respect for human dignity.
 - b. Uphold the honor and high principles set forth by the AAMA.
 - c. Respect patient confidentiality and continually improve knowledge & skills

IV. STUDENT LEARNING OUTCOME ASSESSMENT:

- Students will be evaluated on their ability to identify and select the correct equipment, diagnostic test or paperwork from the simulated medical office.
- Students will be evaluated on correctly performing the skills, tests and procedures, and their ability to understand and apply state laws and regulations.
- Students will be evaluated according to written examinations, assignments and quizzes to confirm that the course objectives have been achieved.

V. METHODS OF INSTRUCTIONS:

- Lecture
- Videos. (subject to change)
- Lab/Group Practice (role play)
- Assignment(4)
- Quizzes (4)

VI. CLASSROOM/LAB DRESS CODE AND GROOMING:

- Please refer to WLAC Allied Health Division Medical Assistant Handbook page 15 and 16.

VII. FOOD, DRINKS AND CELL PHONE POLICIES:

- Food and drinks are **NOT** allowed during the lecture and lab.
- Cell phones and other communication devices are **NOT** allowed to use during the lecture and lab.

VIII. ATTENDANCE, TARDINESS AND ABSENCES POLICIES:

- Attendance is mandatory and required at all sessions.
- Be in the classroom on time.
- Unexcused absences, tardiness or left early will be handled with the WLAC Policy.

IX. ACADEMIC DISHONESTY:

- Please refer to WLAC Allied Health Division Medical Assistant Handbook page 13.

X. The grade in this course will be based upon:

- Assignment (4 x 10 points) 40 points (10 points each)
- Quizzes (4 x 25 points) 100 points (25 points each)
- Final exam 60 points

- The maximum is 200 points = 100%

90%-----100%	= (180---200 points)	is A = Excellent
80%-----89%	= (160---179 points)	is B = Good
70%-----79%	= (140---159 points)	is C = Average
60%-----69%	= (120---139 points)	is D =
50%-----59%	= (100---119 points)	is F =

Below 140 points or 69% and less is non-passing grade.

Note: There are **NO** make-up Quizzes or Tests.

If a test or a quiz is not taken, the student will receive a failing grade for that test or quiz.

Extra credit: *15 points for additional assignment. (Project Presentation)*

XI. COURSE OUTLINE AND SCHEDULE (on the next pages)

Week	Day & Date	Time	Lecture Topics and Activities	Hours		Assignment (Workbook)
				Lec	Lab	
1	Saturday Aug.31.13	8:50 am To 6:00 pm	I. Entrance Test II. Introduction to syllabus III. Introduction to Clinical Medical Assistant IV. Pharmacology. Chapter 27 page 516 and 517 - Safety Guidelines for administering Medications - Common parts of the prescription V. Forms and Routes of Medication Administration Page 520 VI. Group practice	X	X	Answer questions on pages 261 & 262
2	Saturday Sep.07.13	8:50 am To 6:00 pm	I. Commonly used pharmacology abbreviations. P. 518 II. Group practice. I. Parenteral Drug Administration. Page 522 II. Types of Injections. Page 523 II. Type of Syringes. Page 524	X	X	Critical Thinking
3	Saturday Sep.14.13	8:50 am To 6:00 pm	I. Quiz # 1 (week 1 & 2) II. Group Activity (Role Play). II. Practice ID, SC and IM Injections. III. Venipuncture. IV. Vital Signs.	X	X	Quiz # 1 II. Turn in Assig. # 1 II. Critical thinking
4	Saturday Sep.21.13	8:50 am To 6:00 pm	I. Anatomy and Physiology of The Cardiovascular System. Chapter 35 II. Group Practice (role play) -ID, SC, and IM -Vital Signs -Venipuncture	X	X	Answer questions on Pages 352--354
5	Saturday Sep.28.13	8:50 am To 6:00 pm	I. The Conduction System of The Heart. II. ECG/EKG. Page 744-----750 III. Group Practice (role play) -ID, SC, and IM -Vital Signs -ECG/EKG	X	X	Answer questions on Pages 355 & 356 Critical Thinking Page 357
6	Saturday Oct.05.13	8:50 am To 6:00 pm	Quiz # 2 (week 3 ,4, and 5) I. Emergency Care. Chapter 41 -Key Terminology II. Group Practice (role play) -ID, SC, IM, Vital Signs and ECG/EKG	X	X	Quiz # 2 Turn in Assig. # 2

7	Saturday Oct.12.13	8:50 am To 6:00 pm	I. Emergency Care. Chapter 41 a. Shock and Anaphylactic Shock. Page 886 b. Bleeding. Page 887 II. Group Practice (role play) -ID, SC, IM, Vital Signs and ECG/EKG	X	X	Answer questions on Pages 410-412
8	Saturday Oct.19.13	8:50 am To 6:00 pm	I. Emergency Care. -Open Wounds and Injuries. Page 889 II. Group Practice (role play) -ID, SC, IM, Vital Signs and ECG/EKG	X	X	Answer questions on Pages 413--416
9	Saturday Oct.26.13	8:50 am To 6:00 pm	Quiz # 3 (week 6 ,7, and 8) I. Thermal Injuries: Burns page 895 II. Group Practice (role play) -ID, SC, IM, Vital Signs and ECG/EKG	X	X	Quiz # 3 Turn in Assig. # 3 Answer questions on Pages 417--420
10	Saturday Nov.02.13	8:50 am To 6:00 pm	I. Physical Therapy Modalities: page 966-----969 a. Cryotherapy c. Exercise Therapy b. Hydrotherapy d. Thermotherapy II. Group Practice (role play) -ID, SC, IM, Vital Signs and ECG/EKG	X	X	Answer questions on Pages 445--446 Learning Activity Page 450
11	Saturday Nov.9.13	8:50 am To 6:00 pm	I. Medical Imaging. Chapter 34 -Key Terminology II. Group Practice (role play) -ID, SC, IM, Vital Signs and ECG/EKG	X	X	Answer questions on Pages 332--334
12	Saturday Nov.16.13	8:50 am To 6:00 pm	I. Medical Imaging. Chapter 34 a. Computed Tomography b. X-rays c. MRI II. Group Practice (role play) -ID, SC, IM, Vital Signs and ECG/EKG	X	X	Answer questions on Page 335--336
13	Saturday Nov.23.13	8:50 am To 6:00 pm	Quiz # 4 (week 9 ,10, 11, and 12) I. Geriatrics. Chapter 49 a. Key Terminology c. Common Physiological b. The Aging Process Changes in The Older Adult II. Group Practice (role play) -ID, SC, IM, Vital Signs and ECG/EKG	X	X	Quiz # 4 Turn in Assig. # 4 Answer questions on Page 516--520

14	Saturday Nov.30.13	Thanksgiving Holiday				
15	Saturday Dec.07.13	8:50 am To 6:00 pm	I. Review II. Group Practice (role play) -ID, SC, IM, Vital Signs and ECG/EKG	X	X	Q & A
16	Saturday Dec.14.13	8:50 am To 6:00 pm	I. Review II. Group Practice (role play) -ID, SC, IM, Vital Signs and ECG/EKG II. Final Exam	X	X	Q & A Final Exam
This Syllabus is Subject to Change						